

“How to Process ...”

Purchase Order Payments

This procedure is for processing invoices against Purchase Orders in the Accounts Payable electronic payment process. It is **not** for the processing of Blanket/Annual Purchase Order payments.

- Submit the invoice to be paid to Procurement & Payment Services to be scanned into the electronic payment process (Perceptive Content) or email the invoice to APIInvoice@UND.edu.
- Purchase order number **must** be documented on the invoice.
- Department reviews the invoice once it is received in your AP – Non-eForm Dept Approval queue.
 - Verify that you have received the goods/services and the invoice details match the PO.
 - Approve the invoice using the AP-Dept approval stamp
 - Route it forward to AP – Audit Approval Route.

The department should not approve an invoice to be paid unless the funding source, invoice amount, quantity, items or service is received, etc. matches what is on the Purchase Order issued to the vendor.

If item details on the invoice do not match the PO, the department must contact Procurement & Payment Services to revise the PO to include the changes.